





FTL: How to Send Email to the Review Team

1.	The FTL will now contact the review team to notify them that access has been granted and that the review can now be downloaded onto their laptops.
2.	Click on the Conduct Review link. 
3.	Click on the Send email to the review team link. 
4.	PRISM will pre-populate your default mail client with the appropriate addresses and subject line. For this example, PRISM launched the email in Microsoft Outlook, but your emails will look very different depending upon your mail client.
5.	Once you're done composing the email, send it. 
6.	Click on the Tasks link to return to the User Task Page. 
7.	Congratulations! You have successfully sent an email to the review team! End of Procedure.